

Requirements Document

PRC-RD-SH-13299

Hazard Communication

Revision 0, Change 2

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Project: CH2M HILL Plateau Remediation Company Topic: Occupational Safety & Industrial Hygiene

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Description of Change

Rev. 0-2: Editorial changes to correct usage of Mission Support Alliance (MSA) and CH2M HILL Plateau Remediation Company (CHPRC). Editorial changes to update references to reflect items reference within the text, correct headers, update formatting and page numbers.

5/17/09, Rev. 0-1: Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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1.0 PURPOSE AND SCOPE

This Level 2 Requirements Document (RD) implements the requirements of Title 29, Code of Federal Regulations, Part 1910.1200 (29 CFR 1910.1200), "*Hazard Communication*," and Title 29, Code of Federal Regulations, Part 1926.59 (29 CFR 1926.59) "*Hazard Communication*." It addresses all required elements of the Occupational Safety and Health Act (OSHA) standards and has been separated into seven subsections detailed in Section 2.0, each communicating the requirements regarding one of the required subject areas.

As performance-oriented requirements, the requirements statements in this RD do not always mandate the specific means via which the requirement shall be met. Instead, it dictates that the overall goal of providing timely, complete and accurate information to employees about the hazards of chemicals to which they may be exposed be the foremost and overriding consideration.

This RD has also been written to integrate with the CH2M HILL Plateau Remediation Company (CHPRC) Chemical Management Program (PRC-MP-SH-40015, *Chemical Management Plan* and PRC-PRO-SH-10468, *Chemical Management Process*, or the most current equivalent documents).

NOTE: The existence of this procedure does not negate the requirement for CHPRC projects to prepare and implement separate written Hazard Communication programs, as necessary, to specify the project/facility-specific information necessary to fully implement the requirements. Such elements include but are not limited to program implementation responsibilities, chemical inventories, methods for informing employees of the hazards of non-routine tasks, project/facility-specific information regarding labeling, Material Safety Data Sheets (MSDSs), and employee information and training. Additional information regarding the project/facility-specific written programs is given in Section 2.1, and a sample template for the programs is included as Appendix A.

1.1 Exceptions

Except for the exclusions noted below, these requirements apply to all CHPRC team employees assigned to the Hanford Site performing CHPRC work scope, and to any hazardous chemicals (see Appendix B for definition of "hazardous chemicals") known to be present in the workplace where employees may be exposed under normal conditions or in a foreseeable emergency.

- This program does not apply to analytical laboratories, as defined in 29 CFR 1910.1450,
 "Occupational Exposure to Hazardous Chemicals in Laboratories," if the laboratory meets the following requirements:
 - It has a written Chemical Hygiene Plan which complies with 29 CFR 1910.1450, paragraph (e);

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 If the training delivered to employees whose work operations are covered by 29 CFR 1910.1450 meets all requirements specified in 29 CFR 1910.1450(f), and includes an explanation of the hazardous chemical container labeling provisions of this procedure.

NOTE: See Sections <u>2.4</u> and <u>2.5</u> for MSDS and labeling requirements that laboratories must follow if they ship non-waste hazardous chemicals.

- For work operations where employees only handle chemicals in sealed containers which are
 not opened under normal conditions of use (e.g., warehousing operations), see
 Sections 2.4, 2.5 and 2.6 for MSDS, labeling, and employee training requirements.
- The following chemicals do *not* require "Hazard Communication" labeling, but may be subject to other federal labeling requirements and/or may need labeling as a "best management practice" to ensure employee awareness:
- Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency (EPA);
- Any chemical substance or mixture as such terms are defined in the *Toxic Substances* Control Act (15 U.S.C. 2601 et seq.), when subject to the labeling requirements of that Act
 and labeling regulations issued under that Act by the Environmental Protection Agency;
- Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (e.g., flavors and fragrances), as such terms are defined in the *Federal Food, Drug, and Cosmetic Act* (21 U.S.C. 301 et seq.) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 et seq.), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;
- Any distilled spirits (beverage alcohols), wine, or malt beverage intended for non-industrial use, as such terms are defined in the *Federal Alcohol Administration Act* (27 U.S.C. 201 et seq.) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, and Firearms;
- Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,
- Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 et seq.) and the labeling regulations issued under that act by the Department of Agriculture.

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- This procedure does not apply to the following regulatory exclusions for chemicals, chemical products or health hazards:
- Consumer products, when workplace use is the same as normal consumer use and when such use does not result in a duration and frequency of exposure greater than the range of exposures which would reasonably be experienced by consumers using the product as intended by the manufacturer.
- Food, drug or cosmetics intended for personal consumption by employees while in the workplace.
- Hazardous wastes regulated by EPA under the Resource Conservation and Recovery Act of 1976 (RCRA) or the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA).
- Manufactured articles that will not release a hazardous chemical under normal or anticipated conditions of use [as further defined in 29 CFR 1910.1200(c)].
- Nuisance particulates that do not pose a physical or health hazard, as defined in <u>Appendix B</u> and by 29 CFR 1910.1200(c).
- Non-ionizing radiation or products containing emitters of non-ionizing radiation, unless the
 product also contains substances possessing toxic properties, in which case it will be
 regulated as a chemical substance.
- Ionizing radiation or products containing emitters of ionizing radiation unless the product also contains substances possessing other toxic properties, in which case it will be regulated as a chemical substance.
- Tobacco or tobacco products.
- Wood or wood products that pose only a potential for flammability or combustibility.

NOTE: Wood or wood products that have been treated with hazardous chemicals (as defined in <u>Appendix B</u>) and wood that may be subsequently sawed or cut, generating dust, are **not** exempt from coverage.

Biological agents.

NOTE: OSHA has provided interpretations that lead acid batteries should not be considered articles in most instances. Small lead acid batteries such as those found in uninterruptible power sources designed for individual computers may be considered to be consumer products.

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2.0 REQUIREMENTS

The following sections of this document are arranged to address the required subject areas:

Section 2.1	Written Program
Section 2.2	Hazard Identification/Determination
Section 2.3	Chemical Inventories
Section 2.4	MSDSs
Section 2.5	Hazardous Chemical Container Labeling
Section 2.6	Employee Information and Training
Section 2.7	Multi-employer Workplaces

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

2.1 Written Program

#	Requirement	Type V or I	Source
1.	Line management shall ensure that each project/facility has developed, implemented and maintained a project/facility-specific, written Hazard Communication Program for their work areas/operations that establishes how the requirements will be met.	_	10 CFR 851 Subpart C; 29 CFR 1910.1200; 29 CFR 1926.59
	NOTE: Facilities/projects may use this procedure as their basic written "Hazard Communication" Program, as long as references to the locations of all project/facility-specific information required by Requirement 2.1.2 is specified elsewhere and communicated to all affected employees.		
2.	Line management shall ensure that the project/facility-specific written Hazard Communication programs include and detail the following: • The name (or specific job title) of the individual responsible for preparing and maintaining the project/facility-specific program;	_	10 CFR 851 Subpart C; 29 CFR 1910.1200; 29 CFR 1926.59
	 A listing of the locations where chemical inventories are posted; 		
	 The frequency with which the chemical inventory(ies) will be updated (see <u>Section 2.3</u> for additional information regarding chemical inventory updating); 		

#	Requirement	Type V or I	Source
	The location of MSDSs for all chemicals on the project/facility chemical inventory (see "NOTE" following Requirement 2.4.4 for further information regarding MSDS accessibility);		
	• Provisions for ensuring employee access to MSDS files;		
	 The methods used to inform employees of the hazards of non routine tasks; 		
	 The methods used to provide information and training to employees, (to include facility- and job-specific training, as applicable); 		
	 The personnel (name and/or title) responsible for each of the above items; 		
	 Project/facility personnel responsible for ensuring the container labeling provisions of this procedure are met; 		
	 The methods to be used and personnel responsible for informing affected subcontractor/vendor employees of the chemical hazards associated with work areas within CHPRC-operated facilities and to provide MSDSs to those subcontractor/vendor employees; 		
	 The methods to be used and subcontractor/vendor personnel responsible for providing CHPRC employees with hazard information related to materials and work efforts to be performed within CHPRC-operated facilities; 		
	 How the project/facility-specific written Hazard Communication Program dictated by this section will be made easily available for inspection by employees and other interested parties. 		
	NOTE: Appendix A contains a sample written Hazard Communication Program template which CHPRC projects/facilities may use to meet the written program requirements. Though use of Appendix A is not mandatory, all elements contained within it and specified above are required.		
3.	Line management shall seek assistance from the project/facility Occupational Safety and Industrial Hygiene (OS&IH) professional in developing and approving the project/facility-specific written Hazard Communication Program.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A

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2.2 Hazard Identification/Determination

#	Requirement	Type V or I	Source
1.	Prior to purchase, line management shall ensure that the facility health and safety professional performs a hazard assessment of all chemicals suspected of being "hazard chemicals." Previous documented hazard assessments be used if they are representative of the current condition and hazards. NOTE: The purposes of the hazard assessment are to the OSHA and U.S. Department of Energy (DOE) O 440.1A requirements to determine if the chemical is a hazardous chemical per 29 CFR 1910.1200 definitions, to determine if it carcinogen to be controlled per PRC-RD-SH-100 Occupational Carcinogen Control, to determine substitution with a less hazardous chemical is feasible, to assure that the hazards are communicated to affected employees, to plan for necessary industrial hygiene assessments and/exposure monitoring, to determine appropriate	ous may ns fulfill le is a 1994, if	Source 10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
	administrative and/or engineering controls, and determine appropriate personal protective equipment needs. This analysis must ensure the planned hazardous chemical use falls within established "safety envelope" of the project/faci. It can be accomplished through judicious use of professional judgment combined with knowledg the facility/operations and hazard controls. Whe appropriate and when employee exposure is anticipated, the hazard assessment may be documented via such means as baseline hazard assessments, Automated Job Hazard Analysis,	eat the lity. e of ere	

#	Requirement	Type V or I	Source
2.	Line management shall ensure that an MSDS is requested for each chemical before its purchase. NOTE: MSDSs are to be requested for all hazardous chemicals and materials, including those products whose end use or decomposition will result in the liberation of dusts, fumes, or vapors (for example, MSDSs are required for lead blankets and welding and soldering rods and wires). An MSDS may be obtained, through e-mail (address *MSDS Requests) or via FAX from the Mission Support Alliance (MSA) MSDS Administrator, or by contacting the facility health and safety professional or hazardous material specialist with access to the Records Management Information System (RMIS) MSDS system or other Hanford MSDS on line programs (Records and Information Management [RILS], Chemical Inventory Tracking System [CITS]) or by requesting one from the chemical manufacturer/distributor.		10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
3.	Line management shall contact the project/facility OS&IH professional with questions about chemicals, chemical mixtures, chemical components, MSDSs or secondary container labeling.	-	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
4.	Line management shall ensure that MSDSs are attached to purchase requisition forms. NOTE: Chemicals should never be allowed to enter the work place through means outside of the normal procurement channel.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
5.	Line management shall substitute chemicals or products with less hazardous chemicals or products whenever possible and shall: a. Use non-toxic, non-hazardous material whenever possible, and b. Contact the facility health and safety professional or Hazardous Material Coordinator for assistance in determining substitutes.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

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#	Requirement	Type V or I	Source
6.	If a chemical is a suspected or confirmed carcinogen, line management shall ensure that it is identified as such on the purchase requisition. NOTE: A chemical is considered a carcinogen if it meets the definition of "carcinogen" contained in PRC-RD-SH-10994 and Appendix B. Contact your facility health and safety professional with questions regarding "carcinogenicity" of hazardous chemicals. The facility health and safety professional may determine the hazardous chemicals constitute carcinogen hazards and are, therefore, subject to PRC-RD-SH-10994 requirements, even if they contain less than 0.1% of the carcinogen component. Use of all identified carcinogens is controlled per the requirements of PRC-RD-SH-10994.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
7.	Line managements shall ensure that written justifications are provided with purchase requisitions for all carcinogens explaining why a non-carcinogenic material cannot be used and that the project/facility OS&IH professional signs the justifications to indicate approval of the purchase. NOTE: The Carcinogen Control Program Documentation Form (Site form A-6004-685), as required by PRC-RD-SH-10994, can be used to meet this requirement, if the section of the form pertaining to product substitution is completed.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

2.3 Chemical Inventories

#	Requirement	Type V or I	Source
1.	Line management shall ensure that a comprehensive and current chemical inventory, listing all hazardous chemicals present in the work place, is compiled and maintained.	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

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Requirement	Type V or I	Source
The chemical inventory shall include the following information for each hazardous chemical in the inventory:	I	10 CFR 851 Subpart C; 10 CFR 851
 The identity, as referenced on the most recent MSDS for that specific hazardous chemical, 		Appendix A; 29 CFR
The manufacturer's name,		1910.1200; 29 CFR 1926.59
The current MSDS number, and		
The storage location.		
The chemical inventory shall be posted in the location where the hazardous chemicals are stored/used, and that location shall be noted in the project/facility-specific written Hazard Communication Program.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
Chemical inventory(ies) shall be updated within 30 days of receipt of a new hazardous chemical.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
	The chemical inventory shall include the following information for each hazardous chemical in the inventory: The identity, as referenced on the most recent MSDS for that specific hazardous chemical, The manufacturer's name, The current MSDS number, and The storage location. The chemical inventory shall be posted in the location where the hazardous chemicals are stored/used, and that location shall be noted in the project/facility-specific written Hazard Communication Program.	The chemical inventory shall include the following information for each hazardous chemical in the inventory: The identity, as referenced on the most recent MSDS for that specific hazardous chemical, The manufacturer's name, The current MSDS number, and The storage location. The chemical inventory shall be posted in the location where the hazardous chemicals are stored/used, and that location shall be noted in the project/facility-specific written Hazard Communication Program.

2.4 MSDSs

#	Requirement	Type V or I	Source
1.	Line management shall ensure that MSDSs are obtained prior to procurement of all hazardous chemicals and are used for the hazard determinations, specified in Section 2.2.	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200 29 CFR 1926.59

#	Requirement	Type V or I	Source
2.	If MSDSs are obtained from a source other than the MSA MSDS Administrator line management shall ensure a copy of the MSDS is sent there for inclusion in the Hanford site MSDS files. (Outlook e-mail address for MSA MSDS administrator: *MSDS Requests or phone the CHPRC Hazard Communication Technical Authority if MSDS administrator is unavailable.)	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200
	NOTE: Each MSDS should have a Hanford MSDS identifier number recorded (generally in the upper right hand corner of the MSDS). If an MSDS is received or found missing this number, it should be considered unacceptable and MSDS administration should be contacted and provided a copy of the unnumbered MSDS. With specific CHPRC OS&IH approval, on a case-by-case basis, un-numbered MSDSs can be used temporarily.		29 CFR 1926.59
3.	Line management shall ensure that project/facility MSDS files are established, as necessary, to ensure MSDSs are readily available to employees during each work shift.	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200 29 CFR 1926.59
4.	When facilities/projects choose to use RMIS (or other Hanford on-line MSDS access programs) as a full or partial means to meet MSDS accessibility requirements, line management shall ensure that an adequate number of computer terminals with RMIS (or other Hanford on-line MSDS access programs) access and an adequate number of users trained on the RMIS MSDS module (or other Hanford on-line MSDS access programs) are available during each shift during which exposure to hazardous chemicals may occur. NOTE: On MSDS Accessibility: Electronic access or other alternatives to maintaining paper copies of the MSDSs are permitted as long as no barriers to immediate employee access in each workplace are created by such options. Determinations as to what may constitute a "barrier to employee access" should be judicious and liberal in nature. The CHPRC OS&IH Hazard Communication Technical Authority should be consulted for questions regarding MSDS accessibility.	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200 29 CFR 1926.59

#	Requirement	Type V or I	Source
5.	When hardcopy MSDS files are maintained, line management shall ensure, and verify at an appropriate frequency, that the most recent MSDS representing the product formulation(s) in use, as available through RMIS, other Hanford on-line MSDS access programs or the MSA MSDS Administrator, is available for each chemical or product in the project/facility chemical inventory listing.	1	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200
	NOTE: See Section 2.3 for information on the chemical inventory process. MSDSs should be in English and contain, as a minimum, all information required by 29 CFR 1910.1200(g)(2). If an MSDS is known or suspected to be lacking necessary information, the project/facility health and safety professional should be contacted so additional data or a completed MSDS can be generated or requested from the supplier.		29 CFR 1926.59
6.	Line management shall ensure that MSDSs for hazardous chemicals contained in project/facility hardcopy MSDS files contain identities (or other RMIS MSDS-related images) that readily allow linking of the MSDSs to identities on product container labels. If difficulties are encountered meeting this requirement, the MSA MSDS Administrator or the CHPRC OS&IH Hazard Communication Technical Authority must be contacted NOTE 1: "Other RMIS MSDS-related Images" which allow linking of MSDSs to product container labels include distributors/supplier letters specifying that	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200 29 CFR 1926.59
	a product name has changed and/or the RMIS "MSDS Product Data" page, which lists previous product name(s) and/or manufacturer(s). NOTE 2: Every effort should be made to remove MSDSs from hardcopy MSDS files for materials that are no longer used/stored in the workplace. This facilitates ease of finding relevant MSDSs and reduces unnecessary paper. The MSA MSDS administrator maintains historical files of old MSDS sheets to meet the CHPRC recordkeeping requirement for MSDSs.		

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#	Requirement	Type V or I	Source
7.	Line management shall ensure that the location and availability of MSDSs is communicated to any and all users of those hazardous chemicals prior to first use. NOTE: MSDSs may be kept in more than one format and	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A;
	may be selected and formatted to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a		29 CFR 1910.1200 29 CFR 1926.59
	process rather than individual hazardous chemicals. The employer should ensure, in all cases, the required hazard information is provided for each hazardous chemical and is readily accessible to employees in their work area(s) during each work shift.		29 GFR 1920.39
8.	Upon request, line management shall ensure that MSDSs are made readily available to employee representatives, official representatives of OSHA, DOE, Washington Industrial Safety and Health Administration (WISHA), or other CHPRC-authorized health and safety inspectors.	I	10 CFR 851 Subpart C; 29 CFR 1910.1200
			29 CFR 1926.59
9.	When CHPRC facilities/projects act as manufacturers or distributors, line management shall ensure that the facilities/projects or subcontractors develop and distribute MSDSs, as per the requirements of 29 CFR 1910.1200(g).	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A;
			29 CFR 1910.1200; 29 CFR 1926.59

2.5 Hazardous Chemical Container Labeling

#	Requirement	Type V or I	Source
1.	Line managements shall ensure that each container of hazardous chemical used/stored in the project/facility has been labeled with a legible, prominently displayed label written in English.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

#	Requirement	Type V or I	Source
2.	Line management shall ensure the original manufacturer/importer/distributor labels contain the following information, as a minimum:	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A;
	The identity of the hazardous chemical,		29 CFR 1910.1200; 29
	The name and address of the manufacturer, importer or other responsible party,		CFR 1926.59
	Associated health and safety hazards, including target organ effects, and		
	Any additional information required by applicable OSHA substance-specific standards.		
3.	Line management shall ensure that any original container labels that contain improper, inadequate, or illegible information are replaced with a fully and accurately completed Hanford Hazard Label and that Hanford Hazard label information is verified each time that a new label is affixed. NOTE 1: Hanford Hazard labels can be obtained by contacting the MSA Sign Shop at 373-5682. The labels are available in various sizes, including the 3 sizes closest to those formerly available through stores; i.e.; 5" x 7", 2.75" x 3.75" and 1" x 1.5". Contact the MSA MSDS Administrator for additional information.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
	NOTE 2: See <u>Appendix C</u> for an image of the Hanford Hazard label and details about the information it must contain. See <u>Appendix B</u> for information on "target organ" effects.		
	NOTE 3: All fields in the Hanford Hazard label are mandatory. Any labels with missing information are considered non-compliant.		
	NOTE 4: The chemical manufacturer, importer, distributor or employer need not affix new labels to comply with this section if existing labels already convey the required information.		

#	Requirement	Type V or I	Source
4.	The MSA MSDS administrator, or the CHPRC Hazard Communication Technical Authority if the MSDS Administrator is unavailable, shall be the sole source of the following Hanford Hazard label information: Hazard ratings, "Specific hazards" information, "Target organ" information, and Hazard rating date.		10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
5.	If information adequate to allow completion of a Hanford hazard label is unavailable, the container shall be taken out of service and: Returned to the vendor, or Contents are analyzed to the extent necessary to ascertain all information necessary to prepare a Hanford Hazard label, or Handled as unknown waste.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
6.	If a questions/issues regarding proper labeling occurs, line management shall contact the project OS&IH professional for assistance.	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
7.	If chemicals are transferred from the original container to a secondary container, a fully and accurately completed Hanford Hazard label shall be affixed to the secondary container. Hanford Hazard label information shall be verified each time that a new label is affixed to the container. NOTE: Chemicals transferred to portable containers for immediate use do not require a full label but should have a content identification on the container.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

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2.6 Employee Information and Training

#	Requirement	Type V or I	Source
1.	Line management shall ensure that each employee who is or may be exposed to hazardous chemicals under normal conditions of use or in a foreseeable emergency is provided with documented Hazard Communication Added information and training to meet all the requirements in 29 CFR 1910.1200(h)(2) and (h)(3), including this RD and the project/facility-specific written Hazard Communication Program. This shall include:	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
	Details of the hazard communication program;		
	Explanation of the Hanford labeling system;		
	How to obtain Material Safety Data Sheets;		
	 Operations in the facilities/project where hazardous chemicals are present; 		
	 Procedures or other measures implemented by the facilities/project to protect the employee from exposure to hazardous chemicals, including types and availability of personal protective equipment; 		
	 Facilities/project emergency and first aid procedures to address applicable hazardous chemical exposure; 		
	 Location and availability of project/facility written Hazard Communication Program; 		
	 Contents of project/facility written Hazard Communication Program, including MSDS and chemical inventory locations and hazardous container labeling information; 		
	 Methods and observations which can be used to detect presence and/or release of the hazardous chemicals present in the facilities/project; 		
	 Physical and health hazards of the hazardous chemicals present in the facilities/project; 		
	 Measures employees can take to protect themselves from the hazards; 		

#	Requirement	Type V or I	Source
	 Identities of and any special provisions for carcinogenic hazardous chemicals present in the facilities/project. NOTE: The Hazard Communication information within Hanford General Employee Training (HGET) is 		
	intended as a general introduction to the topic of Hazard Communication and does not meet any of the information and training elements specified in paragraphs 29 CFR 1910.1200(h)(2) and (h)(3		
2.	Line management shall ensure that employees are provided with additional Hazard Communication training, as necessary, to ensure they are informed of the hazards of new hazardous chemicals prior to use or potential exposure.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A;
	NOTE : Regular employee safety and/or pre-job safety meetings can be used for this purpose.		29 CFR 1910.1200; 29 CFR 1926.59
3.	Line management shall ensure that CHPRC employees exposed to hazardous chemicals used/stored by subcontractors/vendors and subcontractor/vendor employees exposed to hazardous chemical used/stored at CHPRC facilities are trained on the hazard of such hazardous chemicals, including specific information as to where/how MSDSs are available. See Section 2.7 for additional information and direction.	-	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
4.	Line Management shall consult and involve the project/facility OS&IH professional when developing and/or delivering the project/facility-specific Hazard Communication information and training necessary to meet the training requirements of this section of this RD.	_	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

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2.7 Multi-employer Workplaces

#	Requirement	Type V or I	Source
1.	Line management shall ensure that all subcontractors performing CHPRC scope of work at facilities under their control have developed, implemented, and maintained a written hazard communication program for their work operations that establishes how the requirements of 29 CFR 1910.1200 will be met.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
2.	Line management shall ensure that vendor/subcontractor employers with employees working in or near CHPRC-controlled facilities are informed about the chemical and physical hazards of hazardous chemicals their employees may encounter.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
3.	Line management shall ensure that information from the contractor and subcontractor employer regarding the chemicals or products they introduce to the work area and the hazards associated with those chemicals is requested and procured.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
4.	Prior to commencement of work, line management shall ensure that all information contained in the <i>Subcontractor Vendor Pre-Job Communication Form</i> (A-6004-686) is exchanged/provided.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59
5.	Line management shall ensure that information exchanged using the <i>Subcontractor/Vendor Pre-Job Hazard Communication Form</i> (A-6004-686) or an equivalent is documented on the form and that the form is retained in the work package, contract documents or other written form until the job is completed and all hazardous chemicals have been disposed of or removed from CHPRC facilities/projects.	I	10 CFR 851 Subpart C; 10 CFR 851 Appendix A; 29 CFR 1910.1200; 29 CFR 1926.59

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3.0 FORMS

Subcontractor/Vendor Pre-Job Hazard Communication Form, A-6004-686 Carcinogen Control Program Documentation Form, A-6004-685

4.0 SOURCES

4.1 Requirements

10 CFR 851 Subpart C, Worker Safety and Health Programs, Specific Program Requirements 10 CFR 851 Appendix A, Worker Safety and Health Programs, Worker Safety and Health Functional Areas

29 CFR 1910.1200, Hazard Communication

29 CFR 1926.59, Hazard Communication

4.2 References

7 USC 136, Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)

7 USC 1551, Federal Seed Act

15 USC 1261, Federal Hazardous Substances Act

15 USC 2051, Consumer Product Safety Act

15 USC 2601, Toxic Substances Control Act

21 USC 151, Virus-Serum-Toxin Act of 1913

21 USC 301, Federal Food, Drug, and Cosmetic Act

29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories

DOE O 440.1A, Worker Protection Management for DOE Federal and Contractor Employees

PRC-MP-SH-40015, Chemical Management Plan

PRC-PRO-SH-10468, Chemical Management Process

PRC-RD-SH-10994, Occupational Carcinogen Control

5.0 APPENDIXES

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Sample Project/facility-specific Written *Hazard Communication Program*

FOR
Facility or work area
The purpose of this program is to comply with the OSHA Hazard Communication Standard 29 CFR 1910.1200 and PRC-RD-SH-13299, <i>Hazard Communication</i> .
This written hazard communication program will be available to employees in their facility or workplace and will describe how the requirements for chemical inventories, labels, MSDSs, employee information and training and subcontractors/vendor communications will be met. It will also cover how employees are informed of the hazards of non-routine tasks.
is responsible for writing and updating the written program for the work area or facility.
The information in this program must be communicated to all affected employees.
Part I.
CHEMICAL INVENTORIES
Each work area will have a written chemical inventory, listing the hazardous chemicals currently used/stored in that area. Each chemical inventory will be posted in the work area where the chemicals are used/stored and will include the following for each chemical: use/storage location, chemical identity (same as on the chemical's MSDS), chemical manufacturer, and Hanford MSDS number.
Location(s) of chemical/product and physical agent list:
Person(s) responsible for updating chemicals inventory(ies):
The frequency with which the chemical inventory will be updated is (must be 30 days or

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Part II.

Material Safety Data Sheets (MSDS)

A current MSDS for each chemical/product in the workplace will be available at all times for employees to review, as per requirements in PRC-RD-SH-13299, Section 2.4.

employees to review, as per requirements in PRC-RD-SH-13299, Section 2.4.
Location of MSDS file:
1. Central Facility Files:
2. Work Area Files (if applicable):
How can employees access MSDS files:
Person responsible for maintaining current workplace MSDS file:

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Part III.

LABELING SYSTEM

All chemical packages and containers must be clearly labeled to indicate the contents and the associated hazards. Each purchased container will have a label made by the manufacturer that includes the name of the material, name and address of the manufacturer, appropriate hazard warnings and cautions. If the label is missing or unreadable it must be replaced by a Hanford hazard label which will include the name of the material, the correct hazard ratings and warnings on the physical and health hazards of the material. Secondary containers must also have a Hanford label, subject to the exclusions in Sections 2.4 and 2.5, above. All tanks and pipes must be labeled in the work areas to inform of their contents.

Call MSA MSDS Administration or the facility health and safety professional for assistance in filling out a Hanford label.

Person responsible for ensuring all incoming packages and containers are labeled properly:

Person to contact if container has no label or label is unreadable:

Person responsible for ensuring pipes and tanks are labeled:

Person responsible for reviewing labeling program:

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Part IV.

EMPLOYEE TRAINING

Before beginning work in a specific facility or work area employees who use or may be exposed to hazardous chemicals in a foreseeable emergency will receive training on the following information.

- 1. Location of this written Hazard Communication Program.
- 2. Location of MSDS files and how to access them.
- 3. Location of list of chemicals in the workplace and work area.
- 4. Specific information about the chemical, hazards to which the worker may be exposed:
 - a. Health hazards route of entry, signs of exposure, acute and chronic effects chemical properties, conditions that it may aggravate an existing health problem
 - b. How to prevent exposures to chemicals
 - c. Engineering and administrative controls present in the workplace and work area
 - d. Personal protective equipment (PPE) to be used when needed
 - e. Safe work practices
 - f. Spill control/emergency procedures
 - g. How to detect releases of chemicals/products
- * The training program must be reviewed by a facility health and safety professional to ensure the information is complete and correct.

Person responsible for training employees:
Person responsible for writing and updating training program:

If new chemicals/products or jobs are introduced, affected employees must be trained on the new items prior to use. Employee attendance at such training sessions must be documented.

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Part V.

NON-ROUTINE TASKS

Employees must be informed of the chemical hazards of tasks that are not routine. This shall be done in a safety meeting and in the work areas where these tasks are to be performed.

Safety meeting forms can be obtained from:
Dergon reanancible for anguring ampleyage are informed of non-routine tooks.
Person responsible for ensuring employees are informed of non-routine tasks:
Work area training records will be kept in the following location(s):

The facility health and safety professional should be consulted to assist with information about non-routine tasks

Part VI.

VENDORS OR SUB-CONTRACTORS

Vendors and sub-contractors must be informed of the hazards of a facility, the emergency exits, emergency procedures, chemical hazards in the work area and how to access MSDSs. The sub-contractors/vendors must also inform facility management and employees of the hazards associated with their work and chemicals/products they will use. The *Subcontractor/Vendor Pre-Job Hazard Communication Form* (Site Form A-6004-686 or its equivalent) must be used to document the hazard communication information shared between CHPRC and its subcontractors/vendors.

Person responsible for informing sub-contractor:		
Manager and augusticar responsible for informing CLIDDC ampleyess.		
Manager and supervisor responsible for informing CHPRC employees:		

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Appendix B - Glossary

NOTE: This glossary is not intended to be a complete listing of all definitions necessary to understand and/or implement the CHPRC Hazard Communication program. Refer to 29 CFR 1910.1200, paragraph (c) and 29 CFR 1910.1200, Appendix B, for additional definitions and information.

TERM	DEFINITION		
Acute Effects	Effects usually occurring rapidly as a result of short-term exposures, and of short duration. Examples are: irritation, corrosiveness, sensitization, lethal dose, and narcosis.		
Biological Agent	A material of biological origin. Infectious biological agents may be classified as (1) viral and rickettsial, (2) bacterial, (3) fungal, or (4) parasitic. Noninfectious biologic agents, including saliva and dander, are those capable of eliciting an allergic, sensitizing, or other similar response.		
Carcinogen	 A chemical is considered to be a carcinogen if: It has been evaluated by the International Agency for Research on Cancer (LARC), and found to be a Group 1, Group 2A or Group 2B carcinogen; and/or 		
	 It is listed in the National Toxicology Program's (NTP) "Annual Report on Carcinogens" (most recent edition) in the "Agents, Substances, Mixtures or Exposure Circumstances Known to be Human Carcinogens" listing or in the "Agents, Substances, Mixtures or Exposure Circumstances Reasonably Anticipated to be Human Carcinogens" listing; and/or 		
	 It is regulated by OSHA as a carcinogen in 29 CFR 1910, subpart Z and/or 29 CFR 1926, subpart Z; and/or 		
	 It is classified by the American Conference of Governmental Industrial Hygienists (ACGIH) as Group A1 (confirmed human carcinogen) or Gro A2 (suspected human carcinogen) carcinogen 		
	NOTE : See PRC-RD-SH-10994, Carcinogen Control, for further requirements and information regarding control of occupational exposure to carcinogens.		
Chronic Effects	Effects generally occurring as a result of long-term exposure, and are of long duration. Examples are: carcinogenicity, mutagenicity, teratogenicity, anemia, liver atrophy, etc.		
Corrosive	A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact.		
Foreseeable Emergency	Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.		

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Hazard Warning

Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the types of hazards which must be covered.)

Hazardous Chemical

Any chemical or mixture of chemicals that is a health hazard or a physical hazard, as those terms are defined in OSHA and in this Appendix. Definitions of some of the most commonly encountered types of hazards are defined in this Appendix. For additional definitions and information regarding how to whether or not a chemical is hazardous, see 29 CFR 1910.1200, *Hazard Communication*, Appendices A and B.

The following table lists some hazard indication terms often found on container labels and/or MSDSs that serve as a positive indication that a chemical shall be considered as a "hazardous chemical". This table is not intended to be all-inclusive. The facility health and safety professional should be consulted regarding which chemicals are to be considered as hazardous.

Acutely toxic	Oxidizer
Carcinogenic	Peroxide or peroxide former
Chronically toxic	Poison
Combustible liquid	Polymerization can occur
Compressed gas	Reactive
Corrosive	Reproductive hazard
Explosive	Sensitize
Flammable liquid	 Strong acid (low pH<2)
Flammable solid	 Strong base (high pH>12)
Hazardous decomposition products	Target organ effect indicated
Highly toxic	Teratogenic
Incompatible storage	Toxic
Irritant to eyes, skin or	Unstable/reactive
respiratory tract	
Low temperature storage	Water reactive
Mutagenic	

NOTE: Chemicals listed in the following publications are considered to be hazardous:

- ACGIH, "Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment" (latest edition).
- 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances."

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NOTE: If a chemical mixture has been tested as a whole to determine its hazards, the results of this testing should be used for work use evaluation. If a mixture has not been tested as a whole to determine its hazards, it can be assumed to present the same hazards as each component that comprises at least one percent (1%) of the volume or weight. The facility health and safety professional should be contacted with questions about mixtures or components.

Health Hazard

A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term health hazard includes chemicals which are carcinogens, toxic or highlytoxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

NOTE: For additional explanation and criteria regarding hazard determination, see 29 CFR 1910.1200, Hazard Communication, Appendices A and B.

Immediate Use

Means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Irritant

A chemical which is not corrosive, but which causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

Material **Safety Data** Sheet (MSDS) Written or printed material concerning a hazardous chemical, which describes health, safety and environmental guidance for its use. MSDSs for hazardous chemicals used by CHPRC are prepared according to and containing all the information specified in 29 CFR 1910.1200(g).

Permissible Exposure Limit (PEL)

An exposure limit published and enforced by OSHA as a legal standard. The PEL may be either a time-weighted-average (TWA) 8-hour exposure limit, a 15-minute short-term exposure limit (STEL), or a ceiling (C). The PELs are found in 29 CFR 1910.1000, "Air Contaminants", Tables Z-1, Z-2, or Z-3 (see definition for threshold limit value).

Physical Hazard

A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water reactive, as those reactivity terms are defined in 29 CFR 1910.1200.

Sensitizer

A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

Target Organ

The following is a target organ categorization of effects that may occur, including examples of chemicals known to cause the target organ affects and

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Effects

signs and symptoms of exposure to those types of chemicals. The examples and signs/symptoms are presented to illustrate the range and diversity of effects and hazards found in the workplace, and the broad scope employers must consider in this area, but are not intended to be all-inclusive.

Following each target organ category description are suggested statement(s) to be used, as appropriate, to completed the "target organ" portion of the Hanford hazard label (see <u>Appendix C</u>).

- Hepatotoxins: chemicals that produce liver damage. Signs and symptoms are jaundice and liver enlargement. Chemicals are carbon tetrachloride and nitrosamines. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: causes (or can cause) liver damage.
- Nephrotoxins: chemicals that produce kidney damage. Signs and symptoms are edema and proteinuria. Chemicals are halogenated hydrocarbons and uranium. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: causes (or can cause) kidney damage.
- Neurotoxins: chemicals that produce their primary toxic effects on the nervous system. Signs and symptoms are narcosis, behavioral changes and decreased motor functions. Chemicals are mercury and carbon disulfide. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: causes (or can cause) nervous system damage.
- Agents that act on the blood or hematopoietic system, decrease hemoglobin function, deprive the body tissues of oxygen. Signs and symptoms are cyanosis and loss of consciousness. Chemicals are carbon monoxide and cyanides. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: causes (or can cause) damage to blood-forming organs.
- X Agents that damage the lung: chemicals that irritate or damage the pulmonary tissue. Signs and symptoms are cough, tightness in chest and shortness of breath. Chemicals are silica and asbestos. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: causes (or can cause) lung damage.
- * Cutaneous Hazards: chemicals that affect the dermal layer of the body. Signs and symptoms are defatting of the skin, rashes and irritation. Chemicals are ketones and chlorinated compounds. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label:

For irritants: causes (or can cause) (severe) skin irritation.

For corrosives: causes (or can cause) irreversible skin/eye damage.

For sensitizers: causes (or can cause) (severe) allergic reaction.

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- X Reproductive Toxins: chemicals that affect the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogenesis). Signs and symptoms are birth defects and sterility. Chemicals are lead and DBCP. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: cause (or can cause) adverse affects on reproductive organs, or, for teratogens causes (or can cause) birth defects.
- X Eye Hazards: chemicals that affect the eye or visual capacity. Signs and symptoms are conjunctivitis and corneal damage. Chemicals are organic solvents, acids, and caustics. Recommended statement for "Target Organ Affects" portion of Hanford Hazard Label: causes (or can cause) eye damage.

Threshold Limit Value (TLV)

Devised by the American Conference of Governmental Industrial Hygienists (ACGIH), threshold limit values (TLVs) are airborne concentrations of substances that represent conditions under which it is believed that nearly all workers may be exposed day after day with no adverse effect. The TLV is an advisory exposure guideline based on evidence from industrial experience, animal studies, and human studies (when they exist). The basis upon which the values are established may differ from substance to substance. They are *not* to be considered fine lines between safe and dangerous conditions, nor are they a relative index of toxicity. TLVs should *not* be used by anyone untrained in the discipline of industrial hygiene.

There are three different types of TLVs: time- weighted-average (TLV-TWA), short term exposure limit (TLV-STEL), and ceiling (TLV-C).

Though TLVs do not, as opposed to OSHA PELs, have the force of law, CHPRC is required, by contractually imposed DOE orders, to use and observe them as occupational exposure limits.

NOTE: CHPRC is not required to use or observe the Recommended Exposure Limit (RELs) established by the National Institute for Occupational Safety and Health (NIOSH).

Toxicity

The potential of a substance to exert a harmful effect on humans or animals and a description of the effect and the conditions or concentration under which the effect takes place.

Work Area

A room or defined space in a workplace where hazardous chemicals are produced or used and where employees are present.

Workplace

An establishment at one geographical location containing one or more work areas.

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Appendix C - Hanford Hazard Label

The Hanford Hazard label has fields for identifying the product name, product manufacturer, hazard rating date and the Hanford MSDS number. Both the product name and Hanford MSDS number <u>must</u> match those on the corresponding MSDS for that chemical/product. The label also has color-coded fields for numerical ratings which depict the severity of hazard imposed by the hazardous chemical as follows:

- Health Hazard Blue.
- Flammability Hazard Red.
- Reactivity Hazard Yellow.

The hazard severity ratings are indicated in the white box within the color-coded field according to the following scheme:

- 0 Minimal or no hazard.
- 1 Slight hazard.
- 2 Moderate hazard.
- 3 Serious hazard.
- 4 Severe hazard.

